

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
August 13, 2008**

The Highland Redevelopment Commission ("Commission", "RC") met in Study Session on Wednesday, August 13, 2008 at 6:37 PM in the Council Chambers within the Municipal Building at 3333 Ridge Road, Highland, Indiana. The Study Session was called to order by President Adam Gawlikowski. The minutes were prepared by Cecile Petro, Redevelopment Director.

ROLL CALL: Present on silent roll call included Commissioners: Dominic Noce, Greg Kuzmar, Dave Turoci, Jim Kessler, and Adam Gawlikowski. Commissioner Johnson was absent with notice. Also in attendance were Attorney Carol Green-Fraley and Economic Development Commissioner George VandeWerken.

General Substance of the Study Session

The Commission discussed the **agenda** for the public meeting. No comments were made on the minutes or claims. The **Architectural and Design Standards and Guidelines** were discussed. Commissioners suggested that a flow chart or a step by step outline of the process would assist property owners/developers with their efforts to comply with the Standards.

The Commission reviewed the **draft 2009 Redevelopment Commission budget**. Several items within the budget were discussed.

The Director informed the RC that a **development group wants to make a presentation** to the Commission and to the Town Council. The Commission directed Ms. Petro to notice a joint meeting with the Town Council for August 18, 2008.

ADJOURNMENT:

The Study Session was adjourned at 7:09 PM for the Public Meeting.

HIGHLAND REDEVELOPMENT COMMISSION PUBLIC MEETING

August 13, 2008

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on August 13, 2008 at 7:10 PM in the Council Chambers of the Municipal Building at 3333 Ridge Road, Highland, Indiana. Redevelopment Commission President Adam Gawlikowski called the meeting to order.

ROLL CALL:

Present on roll call included Redevelopment Commissioners Adam Gawlikowski, Dominic Noce, Greg Kuzmar, Dave Turoci, and Jim Kessler. Absent with notice was Commissioner Brice Johnson. Also in attendance were Attorney Carol Green-Fraley and Economic Development Commissioner George VandeWerken. Taking minutes for the meeting was Redevelopment Director Cecile Petro.

MINUTES OF PREVIOUS SESSIONS:

Commissioner Kessler made a motion to accept the minutes as prepared for the Public Meeting and Study Session of July 23, 2008. Commissioner Noce seconded the motion. **Motion carried 4 ayes, 0 nays, and 1 absent.**

COMMUNICATIONS:

Secretary Noce read an emailed letter from Mr. Ken Forsythe regarding the possible relocation of the Sharp Athletic Field. President Gawlikowski accepted the letter as read and stated that he appreciated Mr. Forsythe's comments. He also stated that the public will be notified and will be able to respond to any action by the RC in regards to Sharp Athletic Field.

UNFINISHED BUSINESS AND GENERAL ORDERS: None

NEW BUSINESS:

Commissioner Noce made a motion to table the Architectural and Design Standards and Guidelines (A Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District). Commissioner Kessler seconded the motion. During discussion the Commissioners discussed possible changes to the Standards and would like an opportunity to review those changes before the document is approved. **Motion carried 4 ayes, 0 nays, and 1 absent.**

Commissioner Noce made a motion to approve the 2009 RC budget as presented. Commissioner Kessler seconded the motion. **Motion passed 4 ayes, 0 nays, and 1 absent.**

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Kessler made a motion to pay accounts payable claims as presented. Commissioner Kuzmar seconded the motion. **Motion passed 4 ayes, 0 nays, and 1 absent.**

BUSINESS FROM THE COMMISSIONERS:

Commissioner Kessler stated that he does not approve of responding to unsigned emails or letters. He added that if a resident has a concern on an issue, the resident should sign his/her name so that it can be recorded within a RC meeting.

The Director requested the presence of the RC at the Northwest Indiana Forum's sponsored event on August 26, 2008. It will feature Mr. Michael Gallis, a nationally known expert on large scale regional development.

PUBLIC COMMENTS: None

NEXT MEETING:

The Redevelopment Commission will meet in a Public Meeting on September 10, 2008 with a Study Session before and following the Public Meeting. The next full Study Session will be August 27, 2008.

ADJOURNMENT:

Commissioner Kessler made a motion to adjourn. Commissioner Noce seconded the motion. **By a unanimous voice vote the meeting was adjourned at 7:31 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED**

August 13, 2008

The Highland Redevelopment Commission ("Commission", "RC") reconvened at 7:32 PM in the Council Chambers of the Municipal Building at 3333 Ridge Road, Highland, Indiana.

ROLL CALL: Present on silent roll call included Commissioners: Dominic Noce, Greg Kuzmar, Dave Turoci, Jim Kessler, and Adam Gawlikowski. Absent with notice was Commissioner Brice Johnson. Also in attendance were Economic Development Commissioner George VandeWerken, Attorney Carol Green-Fraley, and Redevelopment Director Cecile Petro.

General Substance of the Study Session

Attorney Green-Fraley presented information regarding the process for the selection of a Master Developer. She stated that the RC should prepare a **Request for Qualifications (RFQ)** requesting responses to specific criteria which will be outlined within the document. Furthermore, she stated that the RC should advertise the RFQ to as many developers as possible so that the RC will have a number of responses to review. Ms. Green-Fraley exited after this discussion.

Mr. Ed Dabrowski entered at 7:52 PM. The Commission discussed the **cost of IT services** for the Commission. They directed Ms. Petro to look into the budget allocation for the IT and see if the RC's portion can be reduced.

The RC also discussed the **Wi-Fi service in the downtown area**. It currently operates without cost to businesses and to the public in the downtown. The Commission suggested that the Wi-Fi be moved over to the IT Department. They suggested that the Director and Economic Development Commissioner George VandeWerken meet with Clerk Treasurer Michael Griffin to discuss this possibility.

The Commission asked the Director if the **committee on relocating the public works building** has met recently. Ms. Petro stated that it has not met again after the tour of the City Sales building. Public Works Director John Bach will be scheduling the next meeting.

ADJOURNMENT:

The Study Session was adjourned at 8:45 PM